THE UNIVERSITY OF TEXAS AT TYLER
COLLEGE OF NURSING AND HEALTH SCIENCES

NURS 5366
Family Nurse Practitioner
Primary Care II

Course Syllabus

Spring 2014

Faculty:
Dr. Elaine Ballard, DNP, APRN, FNP– BC
Dr. Sandra Peterson, DNP, APRN, FNP-BC/GNP-BC, PMHNP
Dr. Amy Toone, PhD, APRN, FNP-BC

Welcome

Welcome to **NURS 5366 – FNP Primary Care II.** Faculty teaching in this course include Dr. Elaine Ballard, DNP, APRN, FNP-BC, Dr. Sandra Petersen, DNP, APRN, FNP-BC, GNP-BC, PMHNP, and Dr. Amy Toone, PhD, APRN, FNP-BC. We look forward to meeting with you in class sessions as well as in our virtual classroom.

Please refer back to the information contained in this Syllabus any time you have a question regarding the basic course information. You can access a printable version of course material by clicking the Printable Version link. You will need to download a free Adobe Reader to view PDFs.

One final note, if you are unfamiliar with accessing the Internet or have questions regarding technical requirements, you may want to look at the services available at The University of Texas at Tyler Blackboard website. A list of basic technical requirements are also listed in this Syllabus for your convenience. In addition, you can access the UT Tyler website for general information about UT Tyler and its student services, which will be reviewed briefly later in this Syllabus.

Course Instructors:

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NURS 5366

Family Nurse Practitioner Primary Care II (Total Credits: 3 hours; 90 Clinical Hours)

Course Description
In this course we will study nursing role components critical to primary health care. Facilitators for and barriers to the implementation of primary health care will be identified. Clinical practice involves collaboration and implementation of primary health care role in selected health care settings. (Prerequisites: N5350, N5352, N5354, N5334, N511, N522, & N5364)

Overview
While this course continues to build on previous knowledge and practice of care of individuals and families, the focus of the course is the role components critical to primary health care. The evolution of the role of the nurse practitioner in primary health care is explored at the local, state, national, and international levels. Models of nurse practitioner practice are examined. Role components critical to primary health care and to the role of the nurse practitioner in primary health care are analyzed. Facilitators for and barriers to the implementation of primary care are explored. Students will work closely with a clinical preceptors and nursing faculty to gain experience in developing the nursing role components critical to primary health care. Such experience involves and facilitates collaboration and the implementation of the primary health care role in selected health care settings. In the belief that graduate education acknowledges and facilitates individual diversification, faculty also provide the opportunity to individualize outcomes based on the perspective of the individual learner.

Objectives
Upon completing this course, the learner will have demonstrated the ability to:

1. Assess, plan, manage, evaluate, and revise the care of individuals and families in primary health care settings, referring clients to other health care providers and/or community resources as appropriate.

2. Practice the NP role using nurse practitioner protocols that contain both an evaluation/diagnostic protocol and a plan/management protocol.

3. Conceptualize the role of the nurse practitioner in primary health care.

4. Analyze the evolution of primary health care and the role of the nurse practitioner in primary health care.

5. Explore the influence of the image of nurses on the acceptance of primary health care practitioners.

6. Develop a plan for independent or collaborative practice.

7. Analyze the factors in a selected health care setting that facilitate and hinder implementation of primary health care.

8. Explore the relationship of the role components critical to primary health care, such as power, negotiation, collaboration, advocacy, change, ethics, quality assurance, economics, certification/credentialing, conflict, competence, and professionalism, to role-behavior prescriptions, descriptions, and expectations of the nurse practitioner.

9. Using research findings, evaluate the effectiveness of the nurse in primary health care from the perspectives of nurse practitioners, the public, physicians, and legislators.

Required Resources

American Psychological Association (2009). *The publication manual of the american psychological association.* (6th ed.). Washington, DC: Author. ISBN 9781433805615

Decherney, A., Nathan, L., Goodwin, T. M, & Laufer, N. (2013). *Current diagnosis & treatment.* (11th ed.) New York: McGraw-Hill/Lange.

Fischbach, F. & Dunning, M. (2008). *A manual of laboratory and diagnostic tests.* (8th ed.). Philidelphia: Lippincott. ISBN 9780781771948

Gilbert, D. (2013). *2013 Sanford guide to antimicrobial therapy (Spiral Edition).* Hyde Park: Sanford. (the Sanford app may be substituted for the spiral edition and can be purchased at http://sanfordguide.com

Goolsby, M. & Grubbs, L. (2011). *Advanced assessment: interpreting findings and formulating differential diagnoses.* (2nd ed.). Philidelphia: F.A. Davis Co.

Hay et. Al. (2012). *Current pediatric diagnosis and treatment*. (21st ed.). New York: McGraw-Hill/Lange. ISBN: 978-0071779708

Papadakis, M., McPhee, S. (2013). *Current medical diagnosis and treatment*. (52nd ed.). New York: McGraw-Hill/Lange. ISBN: 9780071781824

Habif, et al. Skin Diseases: Diagnosis & treatment (3rd ed.). ISBN 978-00323077002

Toy, E. Case Files in Family Medicine (3rd ed.) New York: McGraw-Hill Medical. ISBN 9780071753951

UpToDate (subscription will be provided).

Recommended Resources

Anderson, B.C. (2005). *Office orthopedics for primary care:* Treatment (3rd ed.). Saunders. ISBN 9781416022060

Sarwark, J. F. (2010). *Essentials of musculoskeletal care* (4th ed). American Academy of Orthopedics Publishing. ISBN 9780892035793

Habif, T. (2009). *Clinical dermatology*. (5th ed.) Mosby. ISBN 0723435413

Hatcher, R., et al, (2007). *Contraceptive technology,* Revised, (19th ed.). Ardent Publishers. ISBN 9781597080019

Other Resources:

Advanced Practice Nursing Education : available at
http://www.bne.state.tx.us/

BNE Rules Relating to Advanced Practice Nursing

Rule 221 - Advanced Practice Nurses

Rule 222 - Advanced Practice Nurses with Prescriptive Authority

Rule 219 - Advanced Practice Nursing Education Programs

Rule 217.11 - Standards of Nursing Practice

Rule 217.12 - Unprofessional Conduct

Rule 216 - Continuing Education

Current BNE Position Statements Relating to Advanced Practice Nursing Issues

15.9 Performance of Laser Therapy by RNs or LVNs

15.12 Use of DSM–IV Diagnoses

15.17 Board of Nurse Examiners/Board of Pharmacy, Joint Position Statement, Medication Error

15.18 RNs Carrying Out Orders from Advanced Practice Nurses

15.22 APNs Providing Medical Aspects of Care for Themselves or Others With Whom There is a Close Personal Relationship

15.23 The RNs Use of Complementary Modalities

EVALUATION/GRADING

Required Student Satisfaction Assessment Tool Completion

The University of Texas at Tyler is proud to participate in the Culture of Assessment and the Culture of Evidence. In order to meet the requirements for our Accrediting Organization, the School of Nursing requires each student to complete the Student Satisfaction Assessment tool.

Completion of the following three evaluation tools is mandatory:

1) UT Tyler asks you to complete a voluntary evaluation of both the faculty and the course. These evaluations are used to make improvements and adjustments in the overall online learning forums for the course. An end of semester evaluation specifically for this course will be made available for you to complete in the last week of instruction. Your comments and recommendations will be considered seriously as the course is updated. Your input throughout the semester contributes to our commitment to improve continually the quality and relevance of this course.
2) Evaluation of Preceptors by the student
3) Evaluation of each Clinical Site by the student

Grading Criteria

A = Excellent	90-100
B = Above Average	80-99
C = Average	70-79
D = Below Average	60-69
F = Unsatisfactory	59 or below

COURSE ELEMENTS

A student's achievement of the course objectives is evaluated based on the following activities:

GRADING ELEMENTS		**POINTS**
I.	**Exams**	
	Exam 1	**20%**
	Exam 2	**20%**
	Exam 3	**30%**
II.	**Clinical Case Study**	
	Clinical SOAP NOTE #1 Elderly Adult patient Practice Fusion (see assignment description	**5%**
	Clinical SOAP NOTE #2 OB/GYN patient Practice fusion (see assignment description)	**5%**
III.	**Homeless and Vulnerable Population Group**	
IV.	**Project (Health Risk Evaluation Paper)**	**20%**
V.	**Other**	
	Communication Logs (#2)	**Pass/Fail**
	Clinical Practice Hours (90 minimum)	**Pass/Fail**
	Attendance/Participation/Professionalism	**Pass/Fail**
	Performance Evaluations	**Pass/Fail**
	Total:	**100%**

A. Exams

1. There are three exams scheduled in NURS 5352 (see course schedule). The module objectives will guide the selection of items for the tests. Emphasis is on application and synthesis of knowledge.
    a. Exam 1 covers Modules 1, 2, 3, 4 & 5
    b. Exam 2 covers Modules 6, 7, 8, 9, 10 &11
    c. Exam 3 is Comprehensive with the following breakdown:
        - ϕ 50 Qs over Modules 1- 11;
        - ϕ 50 Qs over Modules 12-17

2. **A minimum average grade of 80% on the 3 exams must be achieved in order to pass the course.** Even if the final course grade is 80% or more,

the average grade on the 3 exams must be 80% or higher to pass the course. All exams will be on-line via Blackboard and will be taken on campus. Exams will be time limited. You will be given 1½ minutes for each of the 50 items (1½ hours total) and 3 hours for the 100 item comprehensive Final Exam. Dates and Times for each exam are listed in the course schedule). Exams may include multiple choice, matching questions and possibly essay.

3. Absolute integrity is expected from each student in all aspects of the course. Cheating on exams will not be tolerated. Students may be dismissed for violation of academic integrity. Exams are not open-book. No notes, books, papers or aids are to be used during the test. Students are to work individually and submit the test within the allotted time frame. **All persons involved in Academic Dishonesty will be disciplined in accordance with University Regulations and Procedures.** You are responsible to read and follow the student guidelines on academic integrity.

4. After all students have taken the exam, the students will be given the opportunity to review the exam. 3x5 cards will be provided for the students to write any comments regarding test questions to be submitted to faculty for review.

5. Grades will be posted on Blackboard, but should not be considered the official grade for the course..

6. Opportunities to review exams will be provided within **2 weeks** of the administration of the exam. After that time period, the exam may no longer be reviewed.

7. If you are unable to take the exam on the posted date, notify the course facilitator ASAP. An alternate exam may be given at the discretion of the course facilitator, which may be comprised of essay questions.

8. Exam Options:

Students will have the option to take the Exams in the course either on-campus in the computer lab, or online, using a service called **"Proctor U".** Students will be responsible for payment for the proctor service. There will be three exams total in the course. The first two exams are 90 minutes, and the final exam will be a 3-hour exam. The cost for the proctor service is $25 for a 90-minute exam, and $33.00 for a 3-hour exam. ***Exams must be taken during the time designated unless other arrangements are made with Instructors.*** More information about this will be provided during the course orientation.

Students must sign up with Proctor U at the beginning of the semester for all three exams. Exams will be time limited. Exams may include (multiple choice, matching and possibly essay). Students must achieve an average of 80 on all three exams in order to pass the course. A handout provided by proctor u will be loaded on Blackboard for added information.

Exam Dates: See Course Schedule

B. Assignments

1. Clinical SOAP NOTE (See Primary Care Clinical SOAP NOTE Template and OB/GYN Clinical SOAP NOTE Template)

   SOAP NOTES are due on the dates given in the schedule. Each student will submit a clinical SOAP NOTE for an OB/GYN patient and one Elderly Adult patient (over age 65). Faculty must approve selection of patients for clinical case studies. The clinical case study must be based on an actual patient whom you cared for during your clinical experience (this semester) and in collaboration with an approved preceptor.

   All written assignments are to be completed in Microsoft Word, using the appropriate template and submitted by the due date.

   All written assignments should be submitted through the assignment links. Plagiarism is a serious academic offense. Please avoid the consequences of academic dishonesty by citing all sources that you use in your work. Academic dishonesty, such as unauthorized collusion, plagiarism and cheating, as outlined in the Handbook of Operating Procedures, University of Texas at Tyler, will not be tolerated. University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students' official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

   Late assignments will receive point reductions (see Grades and Grading within this Syllabus).

   Any fabrication of the clinical case study is grounds for academic misconduct. Faculty may request the student to validate patient information documented in the clinical case study.

2. **Homeless and Vulnerable Population Group Project: Health Risk Evaluation (20%):**

   Student will complete a group project that describes the challenges and

barriers to managing health risks in the homeless and vulnerable rural population. The assignment consists of completing a health risk assessment on patients in the Hiway 80 Homeless clinic, evaluation of the data, and proposal of possible management strategies for this population. The assignment will consist of a literature review that describes the homeless population, their needs, and barriers to health. The paper will also include specific demographics of the homeless population in Smith County. Demographics will include ages, race, sex, as well as common health issues in the homeless population (Access to prescriptions, medical resources, shelters, specific dietary needs, etc). Students will strategize possible management solutions for this population that Nurse Practitioners in any setting could implement.

C. Class Attendance, Participation, and Professionalism

Graduate students at The University of Texas at Tyler are held to a high standard of professionalism. The UT Tyler student represents not only themselves, but the University as well. Professionalism issues include, but are not limited to the following: 1) timely attendance to class or clinical activities (tardiness); 2) appropriate dress and behavior in class and clinical activities (includes turning off cell phones and pagers, and appropriate grooming and attire both in the classroom, and in the clinical area); 3) leaving class or clinical area to answer phone or make calls; 4) adherence to the Academic Honesty policy of UT Tyler and course syllabus; 5) repeated absences or tardiness to class or clinical activities; 6) failure to notify the faculty or preceptor about changes in the preceptor agreement; 7) tardiness to the clinical site; and 8) failure to adhere to the clinical dress policy.

As adult learners, graduate students are responsible to attend all classes. Students who have emergency situations should contact the course facilitator and assigned clinical faculty as soon as possible. Students are expected to arrive on time to class and to their clinical sites. In addition, students are expected to dress in professional attire and wear a white lab coat with the UT Tyler patch **on the Left Sleeve**. Since class attendance is mandatory, missing class may result in lowering the course grade.

Clinical decision-making and diagnostic reasoning must be mastered by the nurse practitioner. The expectation is that students will demonstrate appropriate professional interaction and discussion of clinical experiences, as well as information from reading/studying didactic information. Lack of student discussion and/or class participation may result lowering the course grade.

Reading of professional materials (books, journals, etc) is an integral aspect of role development as a nurse practitioner. It is recommended that students spend a minimum of 1 hour daily reading materials related to assigned readings, clinical topics, and professional issues associated with the NP role and competencies.

D. Optional Opportunity for Legislative Day

Students who attend **Legislative Day 2013 in Austin on Monday, February 10, 2014** may post a one-page summary of the experience to the Blackboard Discussion Board to earn 8 hours of clinical practice and 2 points added to their Exam 1 grade. The summary should be posted on the N5366 Bulletin Board by 11PM Friday, February 21, 2014 in order to obtain the clinical hours and points added to Exam 1 grade. The summary should address each of the following:

1. What role behaviors (among nurse practitioners at Legislative Day) did you observe that would facilitate NP acceptance and promote the NP role?

2. Identify and discuss at least one APRN legislative issue which you are concerned about.

3. Describe your networking experiences while at Legislative Day.

4. What did you learn which will influence how you carry out your APRN role?

D. Optional Opportunity for Clinical Hours: Medical Missions

Students who participate in medical missions, such as Refuge International (http://www.refugeinternational.com/)may be able to earn clinical credit for those experiences. Students requesting clinical hours for medical missions must obtain approval from the clinical Instructor PRIOR to claiming hours for the experience. A maximum of 24 hours may be awarded for medical mission experiences. A summary of experience of your clinical experience must be turned in to you clinical instructor to obtain credit, and hours/encounters must still be logged in Typhon.

E. Late Papers

All late assignments may be assessed a 5 points per day penalty (including week-ends) when the assignment is not posted on the assignment icon by the due date and specified time. All papers are due by **the specified time (Central Standard Time) listed in the course calendar and/or the course syllabus. Submit assignments via the assignment icon on Blackboard.**

F. ABSENCES/MISSED LAB HOURS

Instructors reserve the right to create alternative assignments in cases of missed class days. Students may also receive point deductions for the missed class day, and/or assignment.

G. Evaluation

It is mandatory that each student completes the course, faculty, preceptor, and clinical site evaluation forms at the end of the semester.

H. Communication

- **With Preceptors**
  Clarity in communication is absolutely critical to the professional role, especially for the advanced practice nurse. Thus, clarity in communication in charting, presenting the case to the preceptors for consultation and/or collaboration, is desirable. Communicate clearly with preceptors about your objectives, learning needs, and clinical hours. Preceptors provide feedback to the student and the faculty about the students' clinical performance.
- **With Faculty**
  Regular communication with the clinical faculty is required to review clinical activities, develop on- going objectives, and evaluate clinical progress. **Failure to fulfill the scheduled communication requirements will result in course failure**.
- **On Blackboard**
  Students are to check the discussion board of Blackboard email **daily** for announcements and new information. Students may post questions in the designated areas to other students or the course faculty.

  All student assignments should be posted for evaluation using the assignment icon in Blackboard. Graded assignments will be posted there also unless your clinical faculty makes alternate arrangements with the student.

CLINICAL PERFORMANCE AND CLINICAL REQUIREMENTS

A. Clinical Performance Evaluation

Students must satisfactorily complete the clinical performance component of evaluation. Clinical performance requires application of key concepts in providing care to individuals and families as evidenced by documentation in the Clinical Performance Evaluation Form (CPE) by Faculty and Preceptors. A minimum of 2-3 satisfactory CPE's must be completed to provide evidence of satisfactory performance. (A minimum of 1 CPE from faculty and 2 CPEs from preceptors.)

In order to pass the CPE, students must perform each clinical activity listed in the CPE at a minimum of "level 3", AND an overall average of 3.5 for this course.

Course faculty will complete **at least 1 Clinical Performance Evaluation per semester.** These evaluations will be performed either at Hiway 80 Homeless Clinic, at the student's clinical site, or another site arranged by the faculty. Additional evaluations may be scheduled at the discretion of the faculty, should the student require additional observation and evaluation. Students should notify clinical faculty immediately (by phone and e-mail) of any suspected or known changes in their clinical schedule.

Depending on the faculty recommendations, a second CPE may be required. If the student has achieved an average rating of 3.5 or higher on all elements of the faculty CPE at mid-term, the second site visit by faculty is optional. Under all circumstances for all students, 1 satisfactory CPE must be completed by the faculty, and 2 satisfactory CPEs must be completed by preceptors (One Mid-term and one Final CPE).

Clinical experiences should be focused on care of patients with primary care health needs. Primary care settings provide opportunity for comprehensive and continuous care. **A maximum of 50% of clinical experiences may involve episodic client visits. A minimum of 50% of clinical experiences must involve comprehensive client visits requiring long term management.**

*A **minimum of 50% of clinical hours (for the overall program)** must be completed **with a nurse practitioner.***

The clinical component of the course must be passed in order to pass the course. Only when the clinical component is passed, will the student be awarded a course grade on the scored evaluation items listed above. Failing to complete the clinical component satisfactorily results in an "F" in the course.

B. Clinical Requirements

1. Clinical Objectives

Students should have a minimum 3 written clinical objectives for each clinical site that should be given to the preceptor before starting clinical hours, and should be uploaded to Blackboard via the assignment link. Multiple submissions via the assignment link are allowed. Clinical objectives should be based on the CPE criteria, course content and/or module objectives, and the student's individual learning needs.

2. Required Clinical Hours

A minimum of 90 clinical hours is required for satisfactory completion of this course and a total of 675 clinical hours for the entire program. The breakdown of clinical hours for the program is as follows:

- Pediatrics – 150 hours
- Women's Health – 75 hours
- Family Practice – 450 hours

One half of all hours for the program must be completed with a Nurse Practitioner preceptor. The remainder of your clinical hours may be completed with a physician (MD or DO). PA's MAY NOT BE USED AS A PRECEPTOR.

Remember, 90 hours is the minimum amount of clinical hours for this course, but you can do more hours. However, hours cannot be "banked" for use in future courses. So, for example even if you complete 120 hours during this course, you will only be allowed to count 90 hours toward the total 675 hours. The reason for this is that each course is independent and the hours calculated are based on the ratio of didactic to clinical time. You must have approval from your clinical faculty for any clinical setting and preceptor you will be working with, prior to starting any clinical hours. Please use the facility agreement and preceptor forms that can be found at the NP website under Student Resources. There is a link to these forms on Blackboard for your convenience. Forms must include all information in order to be processed. You are expected to log your hours in Typhon throughout the semester. Please download and save a copy for your records and upload a copy of your logs and hours via the assignment link. **In addition, complete the Summary of Clinical Hours form that is located under "Clinical Documents" on Blackboard at the end of each semester**. Experiences available to the student will depend on the clinical site and preceptor.

Approximately one-half of the total 90 clinical hours for this course should be Women's Health or OB/GYN experiences. The women's Health hours can be done in an OB/GYN or Family Practice Clinic that sees a large number of Women's Health patients. 16 of the 45 hours should be prenatal care or OB. The remainder of the 45 hrs may be any GYN issue.

The remaining clinical hours should be completed in a Family Practice or Internal Medicine setting, that include chronic problems and chronic disease management.

Faculty reserves the right to assign **additional** clinical hours if the student fails to achieve an adequate clinical performance. Because course faculty responsibilities are to guide, direct, and evaluate student learning in this course and in the program, the faculty will not hesitate to assign additional clinical hours when indicated. This provision is certainly not designed to be punitive, but to assure students the baseline competency necessary for continuing in the program.

C. Clinical Site Approval

Arrangements for students to perform clinical activities at hospitals and other agencies must be made between the agency and the College of Nursing and Health Sciences ***PRIOR*** to a student being able to arrange clinical hours at the site.

Preceptor agreement, in writing, ***MUST*** be in place ***PRIOR*** to your performing any clinical activities at a site. It is the student's responsibility to initiate and follow up on this in a timely manner. This requirement must be met, even for only one day at any particular site.

Each student will complete one Preceptor Data Sheet and Letter of Agreement (PDF) for EACH clinical site.

D. Clinical Preceptors

This course requires 90 clinical hours in addition to the didactic content. Students are required to find their own preceptors. Arrangements for students to perform clinical activities at any clinic, hospital or other site must be made between the agency and the College of Nursing prior to any student participation in clinical hours at the site. Students must check to see if the selected site is has an approved facility agreement. The list of approved facilities is located on Blackboard under "Course Documents/Clinical Forms". **If the site does not have a facility agreement, the student is responsible for initiating one. Complete the Facility Agreement online form for review and approval by Dr. Elaine Ballard, Director of Advanced Practice.**

Students must also submit an online **Preceptor Agreement Form** (See clinical forms folder on Blackboard) for **each** clinical preceptor. This requirement must be met, for every preceptor.

- Forward this form to Dr. Elaine Ballard, Director of Advanced Practice.
- NOTE: The form must be completed and SIGNED by the preceptor before you begin clinical hours.

1. ***Your instructor or Dr. Ballard*** *will notify you via e-mail when the preceptor and/or facility is approved so that you may start your clinical hours.* **You will not receive any credit for any clinical hours done prior to approval.**
2. If a facility agreement is not on file, it may take some time to get this accomplished, so start this process as early as possible. This information is provided to help you plan your clinicals, so that you are not waiting for approval.
3. Your clinical instructor must approve your preceptors and your clinical schedule prior to beginning any clinical hours. ***Students are strongly encouraged to begin making contacts with potential preceptors now, in order to begin your clinical hours once you have actually started the course.***
4. Clinical rotations must be approved by your clinical faculty. Students will ***not*** receive credit for clinical hours obtained without approval.

5. Students are responsible for negotiating clinical time with qualified preceptors. When discussing course requirements and preceptor responsibilities please refer to the **Preceptor Handbook** and consult with faculty.
6. A schedule of proposed clinical hours for each semester must be submitted to your clinical faculty **at the beginning of the semester** (see specific date on calendar). Clinical schedules should be submitted using the Clinical Schedule Template provided. This is also located under the "Course Documents/Clinical Forms " folder. Completed clinical schedules should be submitted via the Assignment link provided in Blackboard. **Failure to submit your clinical schedule will be considered a failure of the assignment.**
7. Revisions of your clinical schedule should be submitted to clinical faculty as soon as changes are known via e-mail. If changes are related to a site visit, contact your clinical faculty ASAP by phone.
8. In order to be eligible preceptors for the Family Nurse Practitioner Program, the following criteria must be met:

    - Advanced Practice Nurses must have practiced **for at least one year**
    - Advanced Practice Nurses must be licensed by the state in which they are practicing.
    - Physicians must be licensed by the state in which they are practicing and have at least one-year of experience.
    - All preceptors must be certified by the appropriate certifying body

E. TYPHON Clinical Hours Tracking System:

Each student will provide an accurate and complete listing of all patients cared for during the course. In addition, all clinical hours completed should be logged into Typhon. Entries should be posted within one week of the clinical experience. Typhon will be evaluated by your instructors at mid-term and at the end of the course. Fabrication of entries is academic misconduct. Enter patient data accurately and completely into Typhon. **These logs may be requested by the Board of Nursing if you move to another state and request approval as an APN there. It is the responsibility of the student to keep these logs.**

IMPORTANT UNIVERSITY DATES:

- JANUARY 13, 2014 – CLASSES BEGIN; Late registration and schedule changes.
- JANUARY 27, 2014 – CENSUS DATE (12TH CLASS DAY): Deadline for all registrations, schedule changes, and section changes.
- FEBRUARY 3, 2014 – SUMMER REGISTRATION
- MARCH 10-14, 2014 – SPRING BREAK
- MARCH 17 – PRIORITY DEADLINE FOR AUGUST 2014 GRADUATION
- MARCH 26 – LAST DAY TO WITHDRAW PASSING – Please Check with Registrar for proper procedure to withdraw.

Class Schedule
Spring 2014 Course Schedule

*******CPE's as scheduled in Hiway 80 Homeless Clinic**

DATE	TIME	LOCATION	CONTENT	ASSIGNMENTS
Friday 1/17/2014	**9:00-10:30** **10:30-10:45** **10:45-12:30** **12:30-1:30** **1:30-3:00**	**Online via ZOOM or F-2-F BRB 1030**	**Course Orientation** **BREAK** **Module 1 (Gynecology)** **LUNCH** **Module 2 (Ob)**	**Readings for Modules 1 & 2**
TBA by Clinical Instructor		**Online (Live)**	**Clinical Section Meetings**	
Friday 2/7/2014		**Online via Tegrity**	**Module 3 - STDs** **Module 4 - HIV/AIDS** **Module 5 - Infectious Disease (ID)**	**Readings for Modules 3, 4, & 5** **DRAFT OF CLINICAL SCHEDULE DUE (Submit to Clinical Faculty under assignment icon)**
Monday February 10, 2014 Legislative Day	**7:00-4:00**	**Austin, Texas**	**Register at www.cnaptexas.org Check website for early registration discounts.**	**8 hours of clinical experience and *2 points added to Exam I for attending Legislative Day and posting evaluation* about the experience on the DB – *DUE by 12 MN Monday, February 17, 2014.***
TBA by Clinical Instructor		**Online (Live)**	**Clinical Section Meetings**	

Friday 2/21/2014	**8:30 -10:00 a.m.** **10:00-10:30** **10:30-11:30** **11:30-12:30** **12:30-2:00**	**COMPUTER LAB (BRB 1040) or Online VIA ProctorU (See Testing Instructions in Syllabus)** **Online via ZOOM or F-2-F BRB 1030**	**EXAM 1 - (Covers Modules 1, 2, 3, 4, & 5)** **Test review/challenge ON CAMPUS OR via Discussion Board (test results visible through My Grades)** **Module 6 – GI** **Module 7 - Male GU** **Module 8 - Female GU**	**Readings for Modules 6, 7, & 8**
Friday 2/28/2014		**Online via Tegrity lectures**	**Module 9 – Geriatric Cognition & Pain** **Module 10 – Cancer** **Module 11 – Abnormal Labs (LFTs, Electrolytes, CBC, BUN/Creat, Thyroid,**	**Readings for Modules 9, 10, & 11**
Monday 3/3/2014			**ASSIGNMENT DUE**	***DUE: Clinical SOAP NOTE #1 due by 12:00 Midnight***
Friday 3/7/2014			**ASSIGNMENT DUE**	• **Midterm CPE# 1 due (Preceptor)** • ***Communication Log #1*** • ***BOTH Due by 12:00 Midnight***
SPRING BREAK MARCH 10-14, 2014				
Friday 3/21/2014	**8:30-10:00** **10:00-11:00**	**COMPUTER LAB (BRB 1040) or Online VIA ProctorU (See Testing Instructions in Syllabus)**	**EXAM #2 – (Covers Modules 6, 7, 8, 9, 10, & 11)** **Test review/challenge ON CAMPUS OR via Discussion Board (test results visible through My Grades)**	**Readings for Modules 12, 13**

Friday 3/21/14	**BRB 1030** **10:30-12:00** **12:00-12:15** **12:15-1:45**	**Lectures Online via Tegrity or F-2-F BRB 1030**	**Module 12 - Dermatology** **BREAK** **Module 13 - Hematology**	
TBA by Clinical Instructor		**Online (Live)**	**Clinical Section Meetings**	
OPTIONAL On-Campus Intensive April 11, 2014 Assigned by Instructor ONLY				
Monday 4/7/2014			**ASSIGNMENT DUE**	***Clinical SOAP NOTE # 2 due by 12:00 Midnight***
Monday 4/14/2014			**ASSIGNMENT DUE**	***Communication Log # 2 Due by 12:00 Midnight***
Friday 4/18/14	**9:00-10:30** **10:30-10:45** **10:30-12:00** **12:00-1:00** **1:00-2:30** **2:30-2:45** **2:45-4:00**	**Lectures Online via Tegrity or F-2-F BRB 1030**	**Module 14 – Immunology** **BREAK** **Module 16 - Neuro** **LUNCH** **Module 17 – Nephrology** **BREAK** **Module 15 – M/S**	**Readings for Modules 14, 15, 16, 17**
TBA by Clinical Instructor		**Online (Live)**	**Clinical Section Meetings**	
Monday 4/28/14			**ASSIGNMENT DUE**	***Homeless and Vulnerable Population Group Project/Health Risk Evaluation Paper***

Friday 5/2/2014			**EVALUATIONS DUE**	***Last Day to Complete Clinical Hours*** **Student Evaluations of Faculty, Course, Preceptors, and Sites Due by MN** **Please upload evaluation forms to Blackboard via assignment link; Complete faculty/course evaluations via myUTTyler.**
Monday 5/5/2014 **EXAM 3**	**1pm-4pm** **5 pm – 6 pm**	**COMPUTER LAB or Online VIA ProctorU (Follow testing instructions in Syllabus)**	**EXAM #3 - (Comprehensive Exam: 100 Questions: ½ Covers Modules 12-18; ½ Covers Modules 1-11)** **Test review/challenge via Discussion Board (test results visible through My Grades)**	
Friday 5/9/2014			**CPE, LOGS, SUMMARY OF HOURS DUE by 5:00 pm**	• **FINAL CPE due from Preceptors and Facult** • **Summary of Clinical Logs from Typhon via Assignment Link**

Purple - Dr. Ballard Lectures
Green - Dr. Petersen Lectures
Blue - Dr. Toone Lectures

Class Dates

Date	Activity
Friday 1/17/14	Orientation; Modules 1 & 2
Friday 2/7/14	ONLINE ONLY: Modules 3, 4, & 5
Friday 2/21/14	Exam 1: Modules 6, 7, & 8
Friday 2/28/14	ONLINE ONLY: Modules 9, 10, & 11
Friday 3/21/14	Exam 2: Modules 12 & 13
Friday 4/18/14	Modules 14, 15, 16, & 17
Monday 5/5/14	Exam 3: 50% Modules1-11; 50% Modules 12-17

Due Dates in Chronological Order

Due Date	Assignment
Friday 2/7/14	**Clinical Schedule Draft Due**
Monday 2/10/14	**Legislative Day (Austin)**
Monday 2/17/14	**Legislative Day Post Due by 12 MN**
Friday 2/21/14	**Exam #1 Computer Lab or Online with ProctorU 8:30 to 11:30 AM, Test review following in My Grades with challenges via discussion board, 11:30 – 12:30.** **Lectures: Online via Tegrity or F-2-F – Rm 1030--10:30-1:30**
Monday 3/3/14	**Clinical SOAP NOTE #1 Due**
Friday 3/7/14	• **Communication Log #1 Due** • **Midterm CPE #1 due (from Preceptor)** • **DUE BY MIDNIGHT**
3/10/14 - 3/14/14	**SPRING BREAK**
Friday 3/21/14	**Exam #2 Computer Lab or Online with Proctor U 8:30 to 11:30 AM, Test review following on campus or via My Grades with challenges via discussion board, 11:30 – 12:30.** **Lectures: Online via Tegrity or F-2-F – Rm 1030--10:30-1:30**
Monday 4/7/14	**Clinical SOAP NOTE #2 Due by MN**
Friday 4/11/14	**On-Campus Intensive (ONLY if required by instructor)**
Monday 4/14/14	**Communication Log #2 Due by MN**
Monday 4/28/14	**Homeless and Vulnerable Population Group Project/Health Risk Evaluation Paper**
Friday 5/2/14	***Last Day to Complete Clinical Hours*** **Student Evaluations of Faculty, Course, Preceptors, and Sites Due**
Monday 5/5/14	**Exam #3 Computer Lab or Online with Proctor U: 1:00 – 4:00 PM. Test review following on campus or via My Grades with challenge via discussion board -- 5:00 – 6:00 PM.**
Friday 5/9/14	**Final CPE (by Preceptor) due** **Typhon Logs/Summary of Clinical Hours Due**

OTHER IMPORTANT INFORMATION

Assignments/Projects Turn-In Process

All assignments and projects will be submitted through the assignments link. Use the following process to prepare and submit assignments:

- Prepare your assignment using Microsoft Word. **Name your assignment with the following convention: First initial, Last name, Assignment title, Course Number (ex. MSmithPediatricCaseStudyN5352)**

- Click on "View/Complete Assignment" in the modules overview area or project area
- Number 1-shows the assignment instructions
- Number 2-is where you add your comments and attach your completed assignment
- Number 3-when all attached files (your completed assignment files) are uploaded, click submit

When assignments are received, we will open them in Microsoft Word for grading. This will enable us to make comments, ask questions, etc. We will then return your assignment through the Student Grade book area. To see comments about your assignment, click on your grade.

If you need more instructions on how to submit files through the assignment link in the modules, please read the Blackboard Student Manual located in the Tools area.

Name Badges

Nurse Practitioner students are to wear their Name Badges whenever they are in the clinical setting.

UpToDate

One of your required resources for N5352, as well as your other nurse practitioner courses, is *UpToDate*. *UpToDate* is an evidence-based, peer reviewed information resource that is available to you via the Web, desktop computer, and/or PDA. Through summer 2014, a HRSA grant is providing this subscription. This is a savings of over $200.00 per year to the student. To access *UpToDate*, follow the link provided on your Blackboard site under the announcement page. Click on this link and you will be directed to the *UpToDate* site. You will be able to access this site at home and at your clinical practice sites.

Typhon

Throughout the NP Program, you will be asked to keep track of your clinical hours in a system called Typhon. Through this site, you will not only keep track of clinical hours but will also enter your clinical schedule. A listing of all patients you have cared for during the course and during your NP clinical experiences and your clinical schedule of hours worked is to be recorded using Typhon. Typhon requires demographic data and diagnoses for each patient. Entries using Typhon should be posted within one week of the clinical experience. Typhon will be evaluated by your instructors at mid-term, at the end of the course, and periodically throughout the course. **Each student should keep a printout or burn a CD of your clinical logs (or both). These logs may be requested by the Board of Nursing if you move to another state and request approval as an APN there. It is the responsibility of the student to keep these logs.**

IMPORTANT UNIVERSITY POLICIES

http://www.uttyler.edu/academicaffairs/syllabuspolicies.pdf

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:
http://www.uttyler.edu/wellness/rightsresponsibilities.php

Accessing Library Resources

Students enrolled in this course have several options to access library resources. You may visit your home campus library or the Robert R. Muntz Library at the University of Texas at Tyler. Follow this link, and then complete the instructions at those sites for accessing information from a distant site.

Course Evaluation

UT Tyler asks you to complete a voluntary evaluation to help them make improvements and adjustments in their overall online learning forums. Also, an end of semester evaluation specifically for this course will be made available for you to complete in the last week of instruction. Your comments and recommendations will be considered seriously as the course is updated. Your input throughout the semester contributes to my commitment to improve continually the quality and relevance of this course.

Technical Information

This is a centralized listing of important technical information and assistance.

If you experience technical problems or have a technical question about this course, you can obtain assistance by accessing The UT Tyler Campus Computing Center.

Computer Requirements-Minimum hardware requirements and recommended software configurations

- Ensuring you have the proper hardware and software is imperative to your success in an online course. The requirements are based on the results of testing conducted by Blackboard. Additional information is available at
- http://wiki.uttyler.edu/pages/viewpage.action?pageId=1474652

What are the recommended computer requirements to access Blackboard?

Blackboard Documentation and FAQ > FAQ >

- 128 MB of RAM.
- Microsoft Windows 2000, Microsoft Windows XP with the latest critical updates, or Microsoft Vista with the latest critical updates. (note: you will need to turn the text box editor off if you are using Vista as described above.)
- Internet Explorer XP 7.0 with the default settings. (note: you will need to turn the text box editor off if you are using Internet Explorer 7.)
- Microsoft Office XP and 2003 with the latest critical updates.

In addition, you might need the following software installed:

- Adobe Acrobat Reader - download it here for FREE
- Macromedia Flash Player - download it here for FREE
  Note: If you do not want the Yahoo Tool Bar for your browser, uncheck the box BEFORE you download.
- Real Player - download it here for FREE
  Note: An "installer" program will download first, then you will be prompted to actually download the player.
- Quick Time Player - download the Windows version here for FREE
  Note: If you do not want the newsletter subscriptions, uncheck the boxes.
- Windows Media Player - download it here for FREE

*** Note: You can buy Microsoft Windows XP and Microsoft Office 2003 at the UT Tyler bookstore at an affordable price.*

  - **Audio**
    16 bit or better sound card and speakers (if your course contains audio content)
  - **Internet Connection**
    56.6 KBPS modem, cable modem, DSL, or intranet (T-1)
    Note: Corporate or academic security firewalls may block some course content, such as chat or streaming media
  - **Email Address**
    Email is a vital communication medium in online learning. It is important that you have a working email address to receive communications from your advisor, instructors, and classmates. You are responsible for keeping your email address and other personal information up to date in the Tools Area, Personal Information section.
  - **Virus Protection**
    It is recommended that you protect your computer from viruses. Keep your antivirus software up to date with the latest virus updates. Antivirus and Personal Firewall products may be available to you for free or at a reduced price through the Campus Computing Center. Check with your ISP, network help desk, or search the Internet for more information and product resources.
  - **Spyware & Adware Protection**
    Spyware and Adware are fast-growing threats that represent a major security and privacy risk. **Spyware** is a program that is installed, with or without the user's permission, and can monitor computer activity while broadcasting the information back to an outside party that controls the program. **Adware** displays unwanted advertising to your computer, can track your Web surfing habits and report it back to a central advertising server. It can slow your PC to a crawl by bombarding it with unwanted ads. Spyware and Adware removal tools and protection may be obtained through the Campus Computing Center or online resources.

- **Browsers**

[Download Safari]

- UT Tyler courses use Java, JavaScript, browser plug-ins, helper applications and cookies. It is **essential** that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course.
- **Unsupported Browsers-**America Online (AOL), Prodigy, Juno, MSN, Yahoo and other Internet Service Providers (ISPs), provide their own internal and proprietary web browsers. These browsers may not be compatible with UT Tyler courses. We strongly recommend downloading and installing one of the Blackboard supported browsers listed above to ensure optimal functionality with the elements of your online course. **Note:** It's not recommended to use IE on Macintosh since it is no longer supported by Microsoft.

- **Plug-ins and Helper Applications**

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Macromedia Flash Player allows you to view content created with Macromedia Flash such as interactive web applications and animations.
-

Shockwave Player allows you to view content created with Macromedia Director such as games and interactive 3D simulations.
-

RealPlayer allows you to view and listen to streaming video and audio.
-

QuickTime Player allows Mac and Windows users to play back audio and video files.
-

Windows Media Player allows you to view, listen and download streaming video and audio.
-

Adobe Reader allows you to view, save, and print Adobe Portable Document Format (PDF) files.
-

Sun Java Runtime Engine (JRE) allows you to use interactive tools on the web.

- o PowerPoint Viewer 2003 lets you view full-featured presentations created in PowerPoint 97 and later versions.

- **Tools**

  - o *Blackboard Academic Suite* User Manual
    Resource detailing the tools and functions included as part of the *Blackboard Academic Suite* from the Student or general user perspective

- **Getting Help** -If you are having technical problems, please contact the Campus Computing Center:
  - o Campus Computing Center
    Business 101
    3900 University Blvd
    Tyler, TX 75799
    (903) 566-7367
    itsupport@patriots.uttyler.edu

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Grade Replacement/Forgiveness
Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.
Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy
Texas law prohibits a student who began college for the first time in fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).
Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability Services
In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact the Disability Services office in UC 3150, or call (903) 566-7079.

Student Absence due to Religious Observance
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester. At that time the instructor will set a date and time when make-up assignments will be completed.

Student Absence for University-Sponsored Events and Activities
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.